End-of-Term Release

522.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the end-of-term release of inmates to ensure that inmates are not released in error.

522.2 POLICY

It will be the policy of the Thurston County Sheriff's Office to provide for the timely, efficient and legal release of inmates.

522.3 RELEASE PROCEDURE

Inmates who have reached the end of their sentenced term or who are ordered released by the court will be scheduled for release at staggered times on their out-dates to avoid congestion in the release area. Inmates scheduled for release shall be escorted by the member to the transfer/release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Shift Supervisor or release officer shall sign and date the release paperwork on the same day the inmate is to be released.

Inmates shall not be released or moved during inmate count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the correctional facility.

All inmates must be positively identified by the member prior to being released from the correctional facility. Inmate identities should be verified using intake records bearing the inmate's name, photograph, and correctional facility identification number or a single-digit fingerprint match system, if available.

Before any inmate may be released, the following conditions must be met:

(a) The identity of the inmate has been verified.

(b) All required paperwork for release is present. The member shall review the active inmate file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:

1. Verifying calculations and release-date adjustments for good time.
2. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
3. Unresolved grievances, damage claims, or lost property.
4. Sex and kidnapping offenders must register prior to release. The releasing corrections deputy will ensure that the offender registers at the time of release with an official designated by the agency that has jurisdiction over the offender. The registration information shall, within three days, be forwarded to the Sheriff of the offender's county of residence. The offender must be advised of the duty to register with the Sheriff of the offender's county of residence, school, or place of employment or vocation (RCW 9A.44.130).

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5. If the releasing member has knowledge that an offender being released has a duty to register and is eligible for developmental disability services, the department of social and health services shall be notified, and assistance provided to the offender in order that the offender can meet the initial registration requirements (RCW 9A.44.130).

(c) National Crime Information Center (NCIC) and local warrant checks shall be completed for outstanding warrants or detention orders. If any agency has outstanding charges against the inmate, other than those related to federal immigration law, the releasing member shall notify the agency that the inmate is available for release.

1. The Thurston County Sheriff's Office shall not continue the detention of any inmate based upon a civil immigration warrant or immigration hold request or provide release information to federal immigration authorities upon request for the purposes of federal civil immigration enforcement (RCW 10.93.160). If a court order authorizing federal immigration authorities to assume custody of an inmate is discovered during the records check, the releasing member should promptly notify the Shift Supervisor. See the Immigration Considerations policy for applicable definitions.

2. The Shift Supervisor should verify the contents of the court order, including the federal criminal charge, name of the issuing court, signature of the judge, and the date and location for detention. Verification of the court order shall take place before notifying federal immigration authorities of the location of the member making the notification and the individual named in the order (RCW 10.93.160).

(d) If an inmate has known mental health concerns, the inmate shall be evaluated by a qualified health care professional and medically authorized for release. To the extent practicable, individuals who have been determined to be severely mentally ill should be released during business hours to facilitate their ability to receive services immediately after release.

1. If the inmate was subject to a discharge review under RCW 71.05.232, the Chief Deputy of Corrections or the authorized designee shall notify the state hospital from which the inmate was released and the designated crisis responder as soon as reasonably possible but in no case later than the actual release of the inmate (RCW 70.48.475).

(e) All personal property shall be returned to the inmate during the release process. The inmate must acknowledge receiving the property by signed receipt. Any discrepancies shall be promptly reported to the Shift Supervisor.

(f) All correctional facility property must be returned by the inmate. Any missing or damaged correctional facility property should be documented and promptly reported to the Shift Supervisor. The inmate shall remain in custody until the Shift Supervisor reviews the damage and authorizes the release.

(g) A forwarding address for the inmate should be on file and verified with the inmate for return of mail.

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(h) Inmates on probation or parole should be directed by the member to report to the probation or parole office immediately upon release. The parole authorities having jurisdiction shall be notified of the inmate's release, if required.

(i) If needed, inmates may be allowed to make a reasonable number of phone calls to arrange for transportation.

(j) Inmates should be provided with information about the availability of substance use disorder treatment programs related to addiction to fentanyl and other synthetic opioids (RCW 70.48.530).

The housing sheet, release log, and daily census log shall be updated accordingly after the inmate's release. The Shift Supervisor shall ensure all release documents are complete and properly signed by the inmate and the member where required.

522.3.1 MISSING PERSON REPORT

When completing release procedures, if information from NCIC, Washington Crime Information Center, or similar authority reveals that the inmate is the subject of a missing person report, the Thurston County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the inmate is being released from custody (RCW 68.50.320).

522.4 PROCESSING A FURLOUGH

When furlough paperwork is received from the court, staff will pull the file and place the furlough in the file and on the furlough board. Staff will update the furlough board to include the nature of the furlough, the time/date for furlough, and the time/date to return from furlough. On the date of furlough, staff will process the release as normal and change the inmate housing if needed. If known, staff should note the anticipated return date and time in the release notes. The file is to be retained in the furlough section of files. When the inmate returns, staff will conduct a strip search and rebook the inmate, and also re-inventory property and/or money.

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